MEMORANDUM

TO: Chancellors, Deans, and Finance/Budget Officers

FROM: Leslie Brunelli
Associate Vice President for Business & Finance and University Budget Director

DATE: March 8, 2011

SUBJECT: Fee Requests for FY2012

As we begin our annual budget development process for FY2012, one of the first steps is the review of our fee structure. In previous years, this review has included consideration of changes to existing fees and the creation of new fees. Due to the conversion of the student system to Banner for OneCarolina, we will not solicit new fees for the 2012 fiscal year or for the 2013 fiscal year as these require additional programming. We had intended to hold changes for 2012 to only those for tuition, the meal plans and housing. However, the Provost asks that academic units be provided the opportunity to submit requests to change existing fees only for review.

The web-based tool for submission of tuition and fee requests is available at http://busfinance.admin.sc.edu/budget/tools.asp. Current FY2011 fees are listed in the system. There are no changes to the system from prior years. Although the link is active for new fee submission, we will NOT accept requests for new fees. The user guide for the system is available at http://busfinance.admin.sc.edu/budget/doc_11/2011TuitionFeeScheduleUserguide.pdf or you may contact your budget analyst for assistance.

A complete listing of the University’s Board of Trustees approved tuition and fees for FY 2010-2011 is available on the Bursar’s webpage under the section titled “Fees” (see http://www.sc.edu/bursar/studentfees.shtml). This information should be used as the basis for requesting changes in existing fees. The University’s Board of Trustees must approve all tuition and fees. Please review the full fee schedule to be certain that any fees charged by your department are included in the schedule. Information required for submission of changes to existing fees includes:

- Name of existing fee
- Current FY2011 charge
- Proposed incremental dollar increase
• Proposed 2011-2012 charge
• Percentage increase recommended
• Estimate of new revenue to be generated
• How the unit’s programs and students will benefit from these new resources

Any requests for changes to existing fees should be completed using the web-based system no later than Thursday, March 31, 2011. However, due to the timing of the legislative budget process as well as the possibility of a tuition cap, we understand that tuition, technology fees and board mandated fees are unlikely to be resolved until later this spring. All campuses must make all other fee requests by this deadline. By April 4, the Budget Office will provide a consolidated fee change report for review by the administration. Upon receiving recommendations and resolving questions and programming issues, a consolidated fee change report will be prepared for action by the President and ultimately by the Board of Trustees. All campus tuition rates, technology fees and board mandated fees must be completed by May 13, 2011. We will solicit that information via an Excel file.

Thank you for your attention to this important matter. Please let me know if you have any questions.